

DUTY STATEMENT

Class Title Associate Governmental Program Analyst	Position Number 580-404-5393-XXX
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Surveillance Quality Management Unit	
Section Surveillance	
Branch HIV/AIDS Surveillance, Research, and Evaluation (SRE)	
Division Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Associate Governmental Program Analyst (AGPA) is responsible for the review and editing of paper Adult HIV/AIDS Case Report Forms (ACRFs) received from Local Health Jurisdictions (LHJs) as well as the review and process of electronic ACRFs via CalREDIE. The AGPA must possess good judgment and the ability to communicate effectively, both orally and in writing. Additionally, the AGPA must communicate effectively by phone and in writing with peers, senior management in LHJs and Office of AIDS (OA) staff. The AGPA also supports HIV/AIDS surveillance activities by providing technical support for counties in conducting HIV/AIDS surveillance activities, as well as the Research staff in the Branch.

Supervision Received: Under general supervision from the Staff Services Manager I, Surveillance Quality Management Unit Chief.

Supervision Exercised: None.

Description of Duties: Provides technical assistance to Local Health Jurisdictions (LHJs) and contractors in performing HIV/AIDS core surveillance functions; assists in the development of budget documents and responds to budget and fiscal inquiries; monitors the LHJs' and contractors' compliance with program standards; maintains performance standards and operating guidelines; and provides program analyses. Must have extensive knowledge about the use of basic tools used to do the work of the Surveillance Quality Management Unit: Enhanced HIV/AIDS Reporting System (eHARS), Lab Data Entry Tool (LDET), CalREDIE, Electronic Lab Reporting (ELR), and the scanning system. Must understand and be able to execute eHARS canned reports and CalREDIE HIV/AIDS reports. Completes annual data security and confidentiality trainings for both CDPH and OA; follows and promotes data confidentiality requirements and policies.

Percent of Time Essential Functions

25% Process new paper ACRFs submitted by assigned LHJs; review multiple choice and open-ended responses on the forms for completeness, accuracy and reasonableness; conduct analysis of provided laboratory data to ensure that it meets known standards and resolve any conflicts of information that may exist on the form or with the information currently in eHARS; communicate orally and by written response with LHJs and OA staff to obtain additional information on cases as necessary; provide case information to LHJs via written correspondence on out-of-jurisdiction cases; provide technical assistance to LHJs on how to accurately

complete the ACR forms; and use independent judgment on sensitive inquiries regarding confidential health information while obtaining cooperation and logistical support essential for accurate and timely dissemination of information.

- 25% Conduct electronic ACRF and/or lab documentation review within CalREDIE HIV/AIDS module. Review fuzzy and no-match laboratory reports for assigned counties. Review CalREDIE generated error reports as appropriate. Enter and/or correct data in CalREDIE as needed.
- 20% Conduct case checks following established Standard Operating Procedures (SOP) via telephone and electronically with California LHJs and other states to determine if the case in question is already known or is a new case. Process the re-ascertainment of cases as appropriate. Draft, maintain and update surveillance SOPs as appropriate.
- 10% Functions as a subject matter expert to ensure reconciliation of eHARS generated error reports and dissemination of regular quality assurance reports; investigates, and recommends solutions to OA and LHJ problems; develops responses to HIV/AIDS related inquiries from LHJs; coordinates and facilitates meetings between program staff, county personnel, and other impacted state agencies.
- 10% Performs case resolution for Routine Interstate Duplicate Review (RIDR) database to de-duplicate cases in the HIV/AIDS Reporting System (HARS) database, as well as the Intra-State de-duplication of cases; enters sensitive and confidential health-related information into eHARS database.
- 5% Assists special project as needed.

Completes annual data security and confidentiality trainings for both CDPH and OA; follows and promotes data confidentiality requirements and policies.

Percent of Time Marginal Functions

- 5% Performs other job related duties as required.

Employee's signature

Date

Supervisor's signature

Date
